





# **Cost Reporting System - Users' Guide for OMD Users**

Prepared for

Federal Communications  
Commission

November 3, 1995

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# 1

## Users' Guide Overview

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This documentation provides users with an instruction manual on how to operate the Cost Reporting System. American Management Systems, Inc. (AMS) developed this guide for the FCC under Contract 43-3JJJ-5-0833.

The Cost Reporting System (CRS) allows users to view cost data for FCC organizations (e.g. Enforcement Division, Budget Staff). Cost data refers to both allocated and unallocated dollar amounts. Allocated dollar amounts include indirect (i.e. overhead) costs which have been distributed to direct costs. Unallocated costs consists of FFS data which have not been distributed.

The Cost Reporting System is designed to accommodate three types of users:

- ◆ System Administrator,
- ◆ OMD Cost Data Viewer, and
- ◆ Bureau Cost Data Viewer.

The System Administrator user has the ability to add, delete, and/or update activities, projects, organizations, bureaus, and cost data. This user is also allowed to view cost data for all FCC organizations. OMD Cost Data Viewers are allowed to view cost data for all FCC organizations and have no system maintenance capabilities. Bureau Cost Data Viewers are restricted to viewing cost data for organizations within their own bureau and have no system maintenance capabilities.

The remainder of this document discusses, in detail, the specific screens and functions available in the system for OMD Cost Data Viewers.

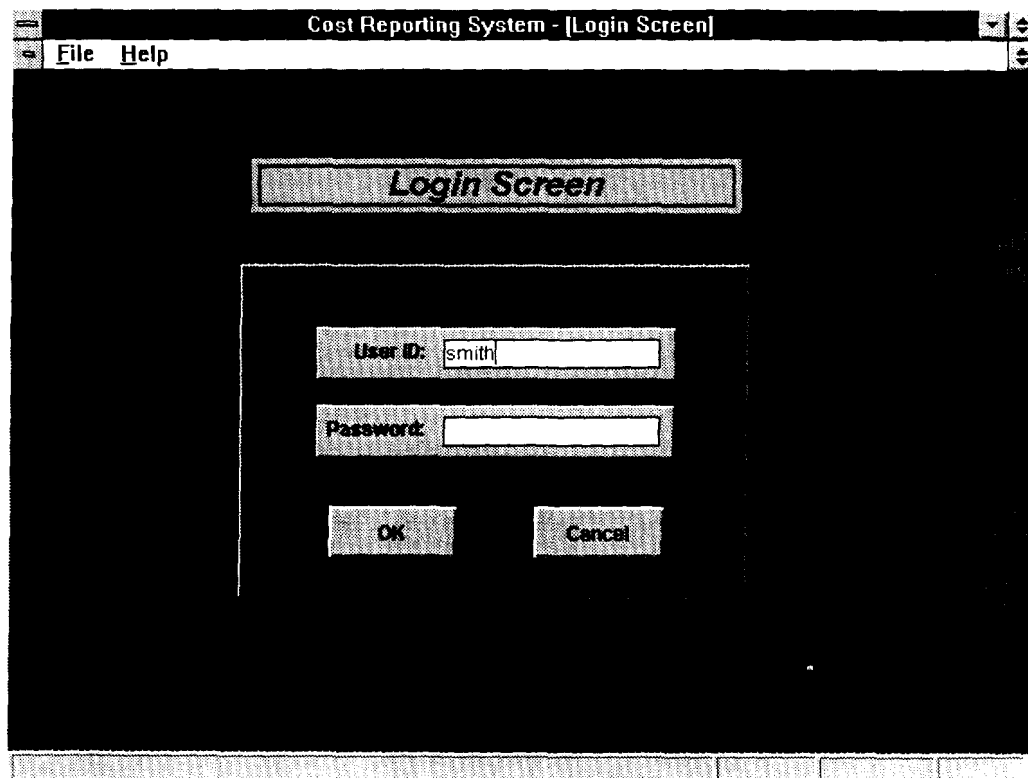
## 2

# Login Procedure

When the user starts the Cost Reporting System (CRS), the system prompts the user to enter a user id and password. See Figure 2-1 for a depiction of the login screen. Each user will have a unique user id and password. The user id governs user access to the system. After the login screen appears, the user enters the assigned user id and password and clicks the OK button to proceed. If the user does not wish to login to the system, then the user clicks the Cancel Button.

**Figure 2-1**

**CRS Login Screen**



# 3

## OMD Cost Data Viewers

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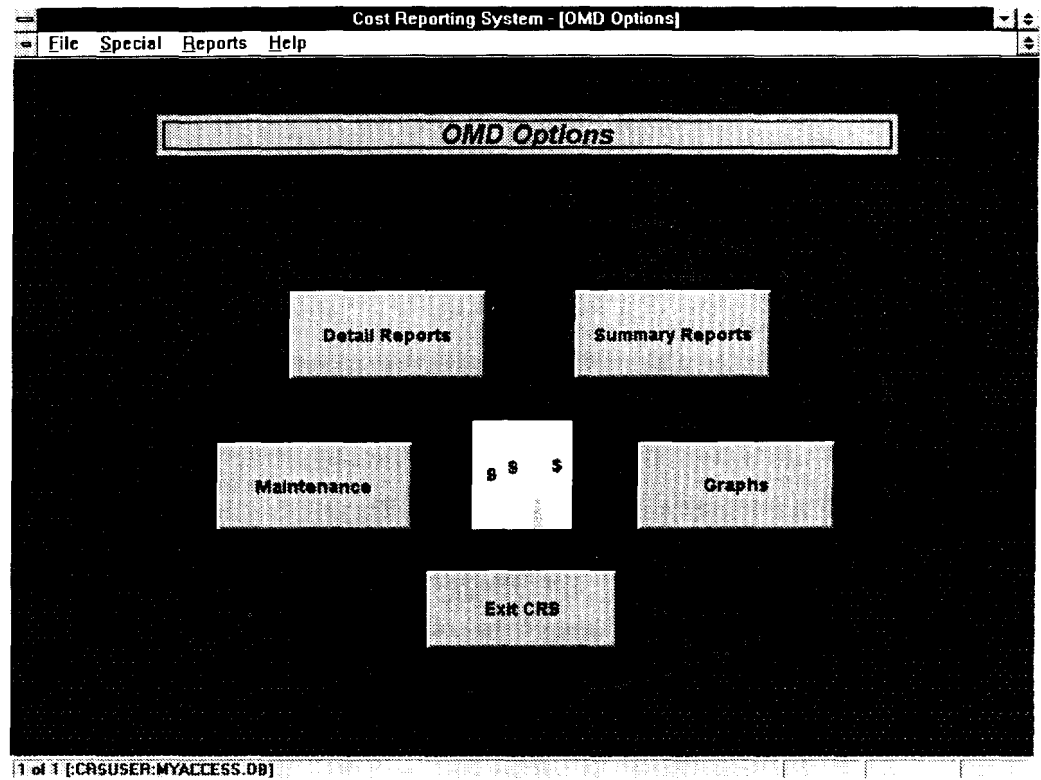
OMD Cost Data Viewers have five options available to them upon login. The five options are:

- ◆ **Summary Reports:** This options allows the user to look at cost data for the entire FCC as a whole. Section 3.1 discusses this option in greater detail.
- ◆ **Detail Reports:** This option allows the user to view cost data for a specific bureau and by organizations within a bureau. Section 3.2 discusses this option in greater detail.
- ◆ **Graphs:** This option allows the user to view four graphical representations of FCC costs by Activities and by Projects. Section 3.3 discusses this option in greater detail.
- ◆ **Maintenance:** This brings the user to the System Maintenance window.  
*Note: Only users with system maintenance access will be able to use this button. This button is grayed out for users who do not have system maintenance access.*
- ◆ **Exit CRS:** This option exits the user for the Cost Reporting System.

Figure 3-1 shows the OMD Options screen. In the following sections, this guide explains each of the options in further detail.

**Figure 3-1**

**OMD Options Screen**



### **3.1 Summary Reports**

After clicking on the Summary Reports button, the Summary Report Options screen appears. This screen is shown in Figure 3-2.

On the top part of the screen, the user must select which fiscal year's data to view. To view data monthly, user must indicate the fiscal year as well as the month in the fiscal year drop-down list box and month drop-down list box.  
*Note: If a particular year and/or month is not listed, there is no data available for that year and/or month.*



Figure 3-2

**Summary Reports Options Screen**

Cost Reporting System - [Summary Report Options]

File Special Help

**Summary Report Options**

◆ Year To Date Monthly Fiscal Year : 95

Includes All Costs

- ◆ Unallocated Costs by Activity and Organization
- ◆ Allocated Costs by All Projects and Activities

Excludes Reimbursable Agreements and Spectrum Auction Costs

- ◆ Allocated Costs by Activity, Organization, and Project
- ◆ Allocated Costs by Activity, Bureau, and Project
- ◆ Allocated Costs by Bureau, Activity, and Project
- ◆ Allocated Costs by Project and Activity
- ◆ Allocated by Project and Activity (No Section 8)

View

Close

2 of 22 [BUREAU.DB]

After selecting the parameters of the type of data to view, users may select one of seven available reports. The following is a list of the reports:

- ◆ Unallocated Costs by Activity and Organization,
- ◆ Allocated Costs by Project and Activity - Including Reimbursable Agreements and Spectrum Auction,
- ◆ Allocated Costs by Activity, Organization, and Project - Excluding Reimbursable Agreements and Spectrum Auction,
- ◆ Allocated Costs by Activity, Bureau, and Project - Excluding Reimbursable Agreements and Spectrum Auction,
- ◆ Allocated Costs by Bureau, Activity, and Project - Excluding Reimbursable Agreements, and Spectrum Auction,

- ◆ Allocated Costs by Project and Activity - Excluding Reimbursable Agreements and Spectrum Auction, and
- ◆ Allocated Costs by Project and Activity - Excluding Authorization of Service, Reimbursable Agreements, and Spectrum Auction.

User clicks on the View button and are brought to the Data Views window show in Figure 3-3. To return to the OMD Options screen, the user may click on the Close button.

**Figure 3-3**

**Summary Report Screen**

**Cost Reporting System - [Costs for All FCC Organizations]**

File Special Help

**Summary of Allocated Costs by All Projects and Activities**  
- Including Reimbursable Agreements and Spectrum Auction

Fiscal Year: 95

Code	Project Name	Code	Activity Name	Direct	Indirect	Total
C98	CIB - Special Project	98	CIB - Special	\$1,000,000.00	\$0.00	\$1,000,000.00
N01	Land Mobile - Exclusive Use	10	Authorization of Service	\$100,000.00	\$23,676.26	\$123,676.26
N01	Land Mobile - Exclusive Use	20	Policy and Rule Making	\$61,663,243.65	\$14,599,551.89	\$76,262,795.54
N01	Land Mobile - Exclusive Use	30	Enforcement	\$60,931,928.68	\$14,426,403.83	\$75,358,332.51
<b>Grand Total:</b>				<b>\$204,770,061.00</b>	<b>\$46,351,035.00</b>	<b>\$251,121,096.00</b>

Export Print Close

2 of 11 [CASUSER:REPORT0.DB]

The Online Data View is an online view of the data based on the parameters the user selected on the Summary Report Options window.

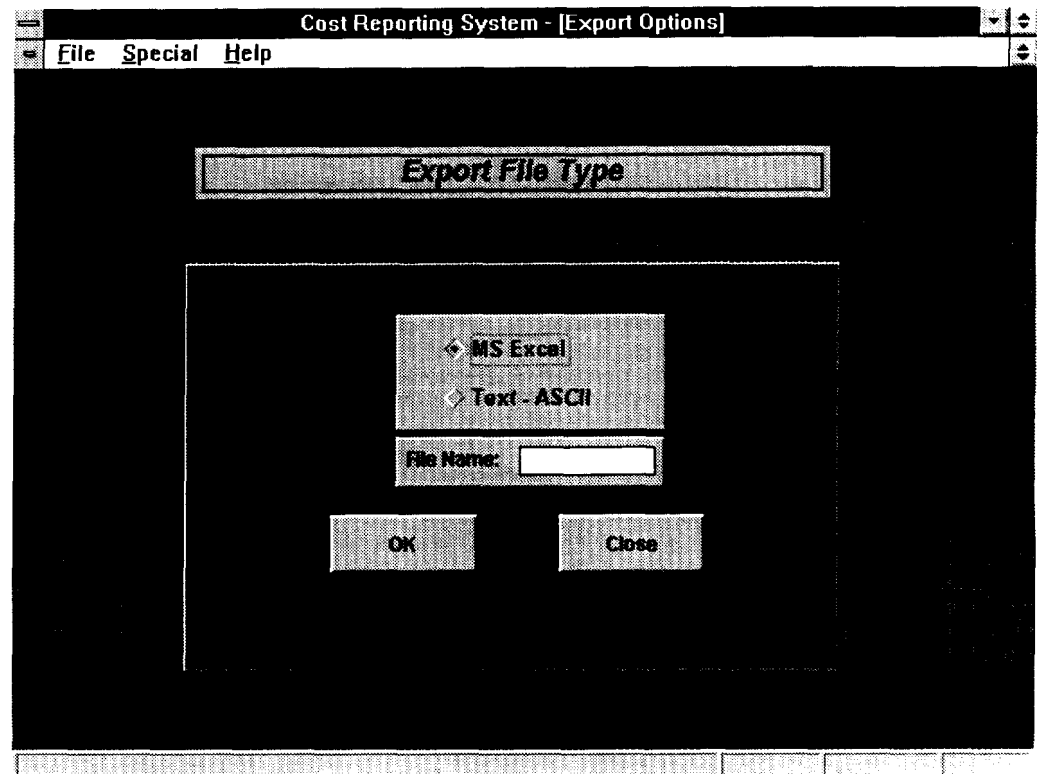
The user may choose any of the following options by clicking on the button:

- ◆ Export - This button exports cost data to ASCII file or MS Excel Spreadsheet.
- ◆ Print - This button prints cost data.
- ◆ Close - This button returns the user to the Summary Report Options Screen.

If the user clicks on the Export button, the following screen appears:

**Figure 3-4**

**Export Options Screen**



The user must first select whether to export data to an ASCII text file or MS Excel Spreadsheet. The user must enter the name of the file to which the exported data will be saved. *Note: The filename must not exceed 8 characters and should not include any type of extension. The system will attach the appropriate extension (e.g., '.txt.', '.xls')* to the filename.

## 3.2 Detail Reports

After clicking on Detail Reports button, the Detail Report Options screen appears. This screen is shown in Figure 3-5.

The user must select the bureau and the organization to be viewed as well as whether the costs should be year-to-date or for a particular month. If the data is to be year-to-date, the user must indicate the fiscal year in the fiscal year drop-down list box. This box contains a list of the available years to view. If the data is to be viewed monthly, then the user must indicate the fiscal year as well as the month in the fiscal year drop down list box and the month drop-down list box. *Note: If a particular year and/or month is not listed, that is an indication that no cost data exists for that year and/or month.*

**Figure 3-5**

**Detail Report Options Screen**

Cost Reporting System - [Detail Report Options]

File Special Help

**Detail Report Options**

Bureau Name: Office of the Managing Director Bureau Code: 11

Organization Name: Office of Managing Director Organization Code: 1100

Year To Date Monthly Fiscal Year: 95

Includes All Costs

- Unallocated Costs by Activity, Organization, and Project
- Allocated Costs by All Projects and Activities

Excludes Reimbursable Agreements and Spectrum Auction Costs

- Allocated Costs by Activity, Bureau, and Project
- Allocated Costs by Project and Activity
- Allocated Costs by Project and Activity (No Section 8)

View

Close

1 of 22 [BUREAU.DB]

After selecting the parameters of the type of data to be viewed, the user must select one of five options:

- ◆ Unallocated Costs by Activity and Organization,
- ◆ Allocated Costs by Project and Activity - Including Reimbursable Agreements and Spectrum,
- ◆ Allocated Costs by Activity, Bureau, and Project - Excluding Reimbursement Agreements and Spectrum Auction,
- ◆ Allocated Costs by Project and Activity - Excluding Reimbursable Agreements and Spectrum, and
- ◆ Allocated Costs by Project and Activity - Excluding Authorization of Service, Reimbursable Agreements, and Spectrum Auction.

If the user wishes to see all of the cost data for a selected bureau, the user may select "All" which, for all bureaus with more than one organization, is the first item in the organization name drop-down list box. Selecting "All" allows the user to view cost data by another report called Allocated Costs by Activity, Organization, and Project.

By clicking on the View Button, the user is brought to the Data Views window where the report may be exported and/or printed for further analysis.

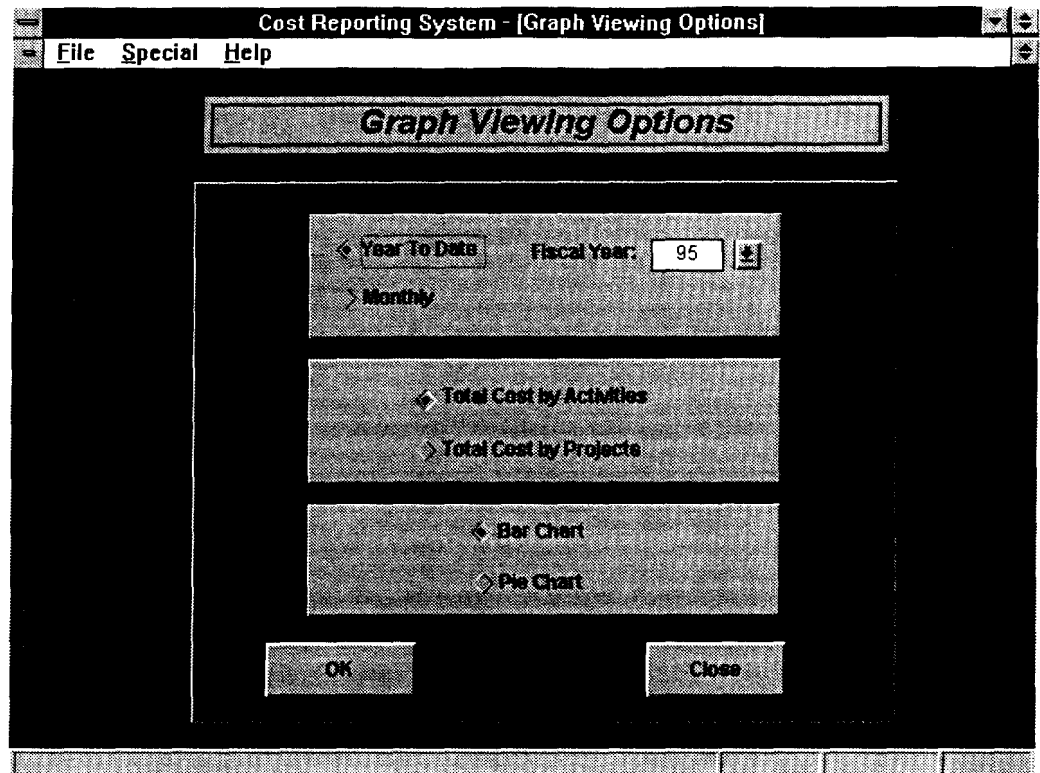
### **3.3      Graphs**

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OMD Cost Data Viewers have the option of viewing data in a graphical representation for Activities and Projects. The user may view a bar chart as well as a pie chart of allocated activity and project costs. After clicking the Graphs button, the Graph Viewing Options screen appears. Figure 3-6 represents the screen.

**Figure 3-6**

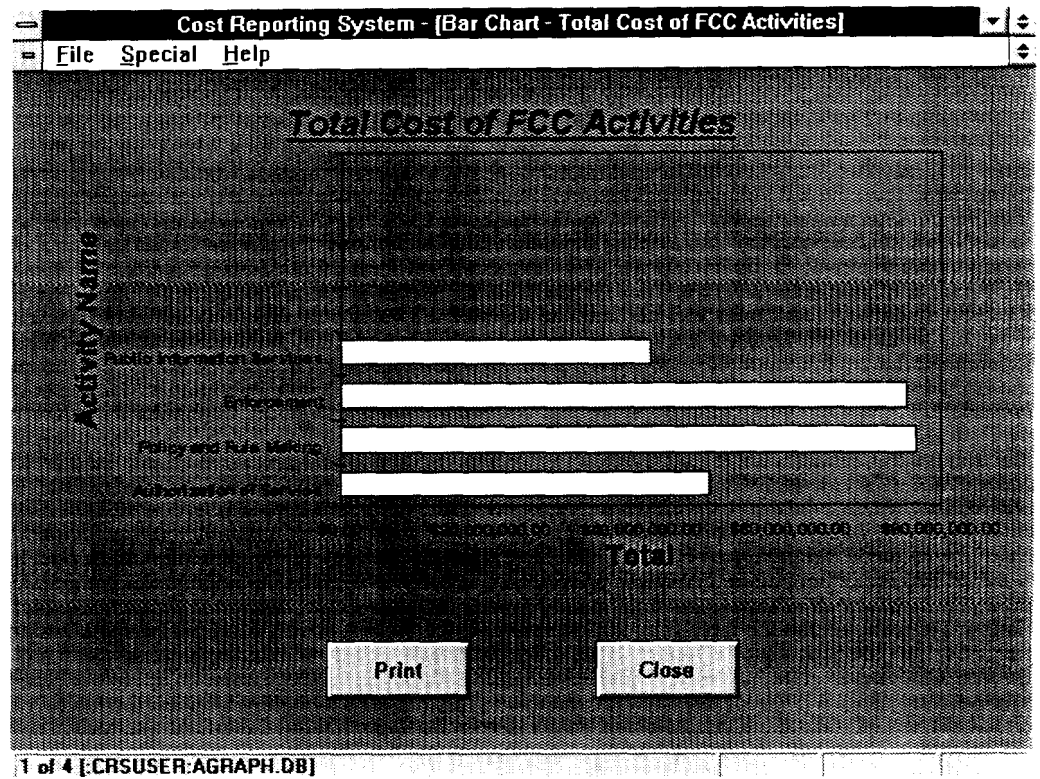
**Graph Viewing Options**



The user may click the OK button to view their graphical displays and the Close button to return to the previous screen. Figure 3-7 depicts a bar graph view of FCC costs allocated by Activities.

Figure 3-7

Graphs - example



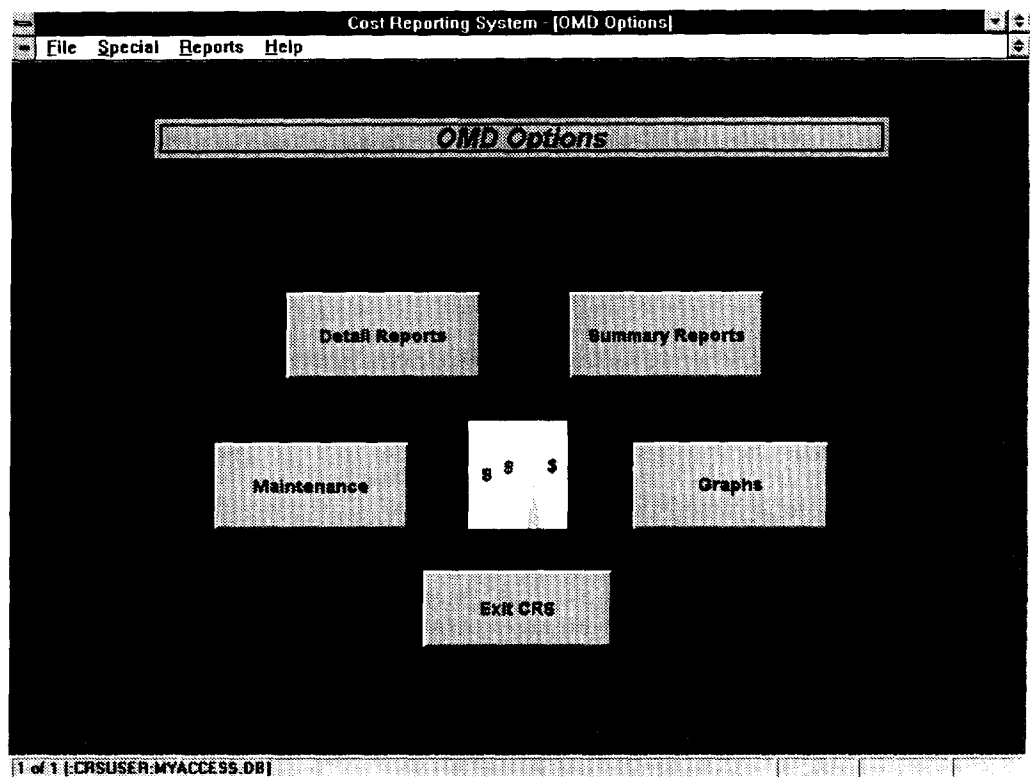
## 4

# Exiting CRS

The user has several options for exiting the CRS. Each screen in the CRS has a pull down menu which has an exit option. Users may select this option to exit the CRS using the pull down menu or the user must click the Exit CRS button on the OMD Options screen which appears below in Figure 4-1.

**Figure 4-1**

**OMD Options Screen**



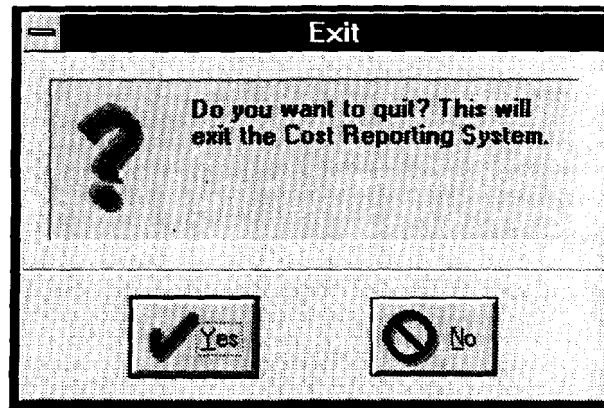


After clicking the Exit CRS button, the user will view the message box shown in Figure 4-2. To exit CRS, the user must click YES.

---

**Figure 4-2**

**Exit Message Box**





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**Cost Reporting  
System - Quick  
Reference  
Instruction Sheet for  
OMD Users**

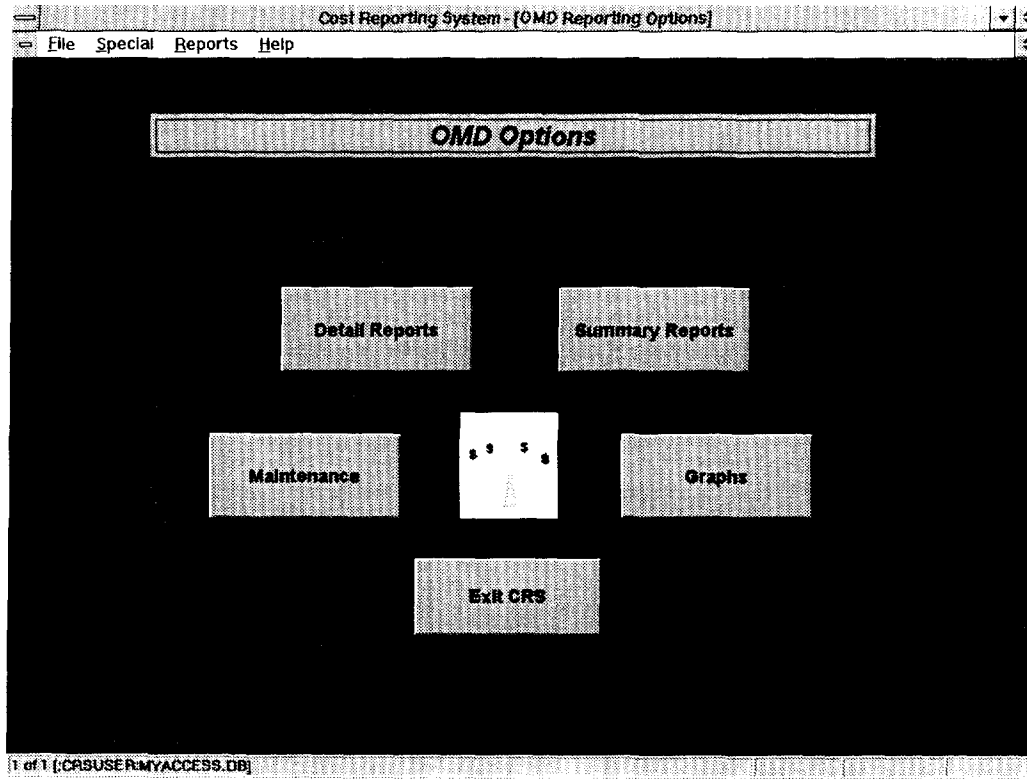
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# FCC Cost Reporting System Quick Reference Instruction Sheet - OMD Users

- 1) Enter a valid User ID and password on the login screen.
- 2) Select one of the five options available: Detail Reports, Summary Reports, Graphs, Maintenance (only for system administrator), and Exit CRS.



- 3) For Detail Reports, click on the Detail Reports button and select the viewing parameters.
  - Select the Bureau Name.
  - Select the Organization Name.
  - Select the Fiscal Year.
  - Select the Month, if not year-to-date.
  - Select the type of report to view.
  - Click on the View button.
  - To Print or Export data, select the Print or Export button, respectively.

**Cost Reporting System - [Detail Report Options]**

**File Special Help**

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**Detail Report Options**

---

**Bureau Name:** Office of the Managing Director   
**Organization Name:** Office of Managing Director 
**Bureau Code:** 11  
**Organization Code:** 1100

---

< Year To Date > Monthly Fiscal Year: 95

---

**Includes All Costs**

- < Unallocated Costs by Activity, Organization, and Project
- > Allocated Costs by All Projects and Activities

**Excludes Reimbursable Agreements and Spectrum Auction Costs**

- < Allocated Costs by Activity, Bureau, and Project
- > Allocated Costs by Project and Activity
- > Allocated Costs by Project and Activity (No Section 8)

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- 4) For Summary Reports, click on the Summary Report button and select the viewing parameters.
- Select the Fiscal Year.
  - Select the Month, if not year-to-date.
  - Select the type of report to view.
  - Click on the View button.
  - To Print or Export data, select the Print or Export button, respectively.

**Cost Reporting System - [Costs for All FCC Organizations]**

File Special Help

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**Summary of Allocated Costs by All Projects and Activities**  
*- Including Reimbursable Agreements and Spectrum Auction*

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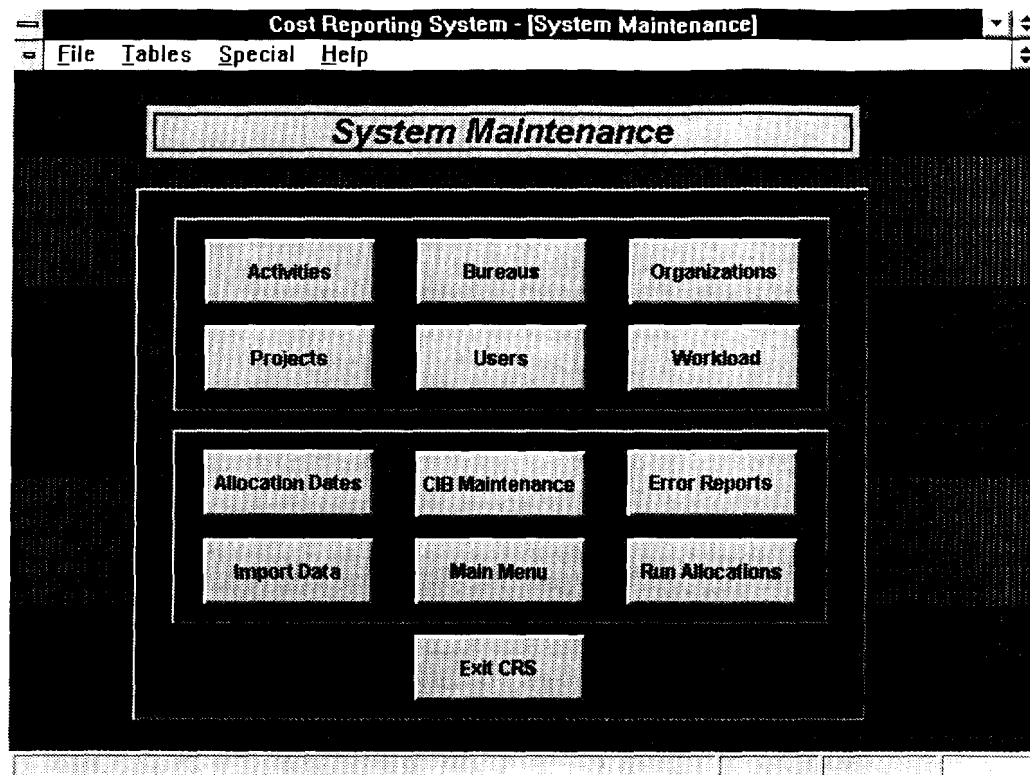
**Fiscal Year : 95**

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C98	CIB - Special Project	98	CIB - Special	\$1,000,000.00	\$0.00	\$1,000,000.00
N01	Land Mobile - Exclusive Use	10	Authorization of Service	\$100,000.00	\$23,676.26	\$123,676.26
N01	Land Mobile - Exclusive Use	20	Policy and Rule Making	\$61,663,243.65	\$14,599,551.89	\$76,262,795.54
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<b>Grand Total:</b>				<b>\$204,770,061.00</b>	<b>\$46,351,035.00</b>	<b>\$251,121,096.00</b>

[Export](#)
[Print](#)
[Close](#)

**2 of 11 [CRSUSER:REPORT0.DB]**

- 5) Click on the Graph button to view a bar chart and pie chart of total FCC Costs.
  - View total allocated cost of FCC activities
  - View total allocated cost of FCC projects
  
- 6) Click on the Maintenance button to view system maintenance options. This option is only available to users with system maintenance access.
  - Create, update, and delete activities and projects.
  - Create, update, and delete bureaus and organizations.
  - Create, update, and deactivate User Ids.
  - Perform manual maintenance on workload data.
  - Run the monthly allocation process.
  - Import FFS data, validate data, and view error reports.
  - Perform maintenance on CIB data.
  - View latest allocation dates.



- 7) Click on the Exit CRS button to close and exit the system.





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